

UNITED STATES GOVERNMENT

2-Way Memo

Subject: Review of VM Minidisks

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (*Originator of message*):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (*Replier to message*):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE

ROUTING SYMBOL

6/4/81

TITLE OF ORIGINATOR

O/D/ODP

FOLD

INITIAL MESSAGE

Bob:

Attached is the review of VM minidisks for Administrative Staff, Management Staff, and Office of the Director, ODP. As indicated three of the people have been reassigned and one is on LWOP. Please make sure ODP 121 is renamed to [] and delete the disks to the others who were reassigned and on LWOP.

REPLY MESSAGE

From :

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

8 May 1981

MEMORANDUM FOR: ADP Control Officers

SUBJECT: Review of VM Minidisks

REFERENCE: Memo to ADP Control Ofcers fm CSS/P/ODP
dtd 7 Jan. 81, same subject

1. In order to give the ADP Control Officers an effective tool to assist in monitoring VM DASD use, CSS is producing quarterly reports which identify those VM disks that are not being used and those which are being under-utilized. These reports will be an effective tool in preventing a buildup of unused disk space.

2. I have attached two reports for the minidisks that your office has on the VM system. The first report is a list of minidisks that were not used during the reporting period. Even though this is only for a five week period, this list may include minidisks that are in fact not being used at all. If this is true, they should be deleted. Place a check next to the minidisks that should be deleted.

3. The second report shows the amount of space used on each minidisk. It is our judgement that if a minidisk is less than 40% full and if there is no immediate plan for growth, it should be reduced in size. For these minidisks, indicate the new size on the report. The minimum size minidisk remains at one cylinder.

4. Please return the results of your review to the Customer Services Staff, Room GA0507. Messrs. [REDACTED] are available to answer questions or provide assistance and may be reached [REDACTED]

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[REDACTED]
C/CSS/P/ODP

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Approved For Release 2004/05/05 : CIA-RDP84-00933R000100010039-0

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Approved For Release 2004/05/05 : CIA-RDP84-00933R000100010039-0